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# NASA Procedural Requirements

**COMPLIANCE IS MANDATORY**

**NPR 3335.1G**

Effective Date: July 18, 2005  
Expiration Date: July 18,  
2010

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## **Subject: Internal Placement of NASA Employees**

**Responsible Office: Office of Human Capital Management**

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## **Preface**

### **P.1. Purpose**

#### **PART I: NASA Competitive Placement Plan**

- a. This NPR provides Agency direction to be used in conjunction with the referenced statutory and regulatory requirements. Center Human Resources Offices should be consulted for further information and guidance.
- b. The NASA Competitive Placement Plan establishes minimum Agency procedures for filling positions, except positions in the Office of the Inspector General, with current or former Federal employees with competitive status at and below the GS-15 level (including trades and labor positions) through competition and on the basis of merit. It also covers term employees with conversion eligibility as authorized in the NASA Flexibility Act of 2004.
- c. Selections will be made without regard to political, religious, or labor organization affiliation or nonaffiliation; marital status; race; color; sex; national origin; nondisqualifying disability; age; sexual orientation; or status as a parent.
- d. This Plan does not guarantee promotion but rather ensures that all qualified available candidates receive fair and equitable consideration for positions filled under these competitive procedures.
- e. Announcing a vacancy under this Plan is only one method of locating applicants for a position and can be used in conjunction with other methods. Subject to applicable law and regulations, selection of an individual to fill a position is the decision of management, as is the decision regarding the method(s) to be used in identifying candidates.

#### **PART II: The Upward Mobility Program**

- a. In addition to the Competitive Placement Plan and various training programs, a formal Upward Mobility Program will be maintained. Within budget and personnel ceiling limitations, upward mobility positions will be established to offer specific career opportunities to lower level employees (GS-9 and below or equivalent).
- b. The Upward Mobility Program will be used to enhance NASA's ability to meet its affirmative employment goals and to help eliminate underrepresentation in targeted positions.

### **P.2. Applicability**

- a. This NPR is applicable to NASA Headquarters and NASA Centers, including Component Facilities. Unless otherwise indicated, use of the word Center(s) in the text of this NPR includes NASA Headquarters and any reference to Center Director(s) includes the Associate Administrator for Infrastructure and Administration.
- b. Negotiated Collective Bargaining Agreements that contain procedures that differ from the provisions of this Plan remain in effect until renegotiated, except where such agreements are specifically superseded by applicable laws or regulations.

c. This NPR does not apply to the Office of the Inspector General.

### P.3. Authority

- a. 5 U.S.C. 7101 et. al., The Civil Service Reform Act of 1978, as amended.
- b. 42 U.S.C. 2000, The Civil Rights Act of 1964, as amended.
- c. 5 U.S.C. 9812 et. al., The NASA Flexibility Act of 2004.
- d. 5 U.S.C. 2101, Veterans Employment Opportunities Act of 1998.
- e. 5 CFR Part 335, Promotion and Internal Placement.
- f. 5 CFR Part 536, Grade and Pay Retention.
- g. E.O. 11478, Equal Employment Opportunity in the Federal Government, August 12, 1969.

### P.4. References

- a. NPD 3000.1, Management of Human Resources.
- b. NPR 3300.1, Appointment of Personnel To/From NASA, Chapter 9 Term Appointment Authority.
- c. NPR 1441.1D, NASA Records Retention Schedule.
- d. NPD 1382.17G, NASA Privacy Policy.

### P.5. Cancellation

NPR 3335.1F, Internal Placement of NASA Employees, dated June 16, 2003.

/S/

James L. Jennings  
Associate Administrator for  
Institutions and Management

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